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STATE OF HAWAII STATE PROCUREMENT OFFICE

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June 17, 2020

PROCUREMENT CIRCULAR NO. 2020-09, AMENDMENT 2

TO: Office of the Governor, Chief Operating Officer

Office of the Lieutenant Governor, Chief of Staff

Executive Department Heads

Hawaii State Public Library System, State Librarian

CC: Administrative Services Offices

FROM: Sarah Allen, Chief Procurement Officer

SUBJECT: Temporary Delegation to the Head of Purchasing Agencies (HOPA) to Approve

Procurement Exemptions, Sole Sources, Restricted Purchases, Emergency, Crisis

Procurements, and Contract Extensions.

Procurement Circular 2020-09 is amended to CPO requests for both 103D (goods, services & construction) and 103F (health & human services). Effective July 1, 2020 Procurement authority is temporarily delegated to the HOPA **for only Emergency, Crisis, and Contract Extension**:

A.

1

Procurement Requests Until July 31, 2020	Contract Amount Limit	Maximum Contract Term
Emergency (SPO-002)	No Limit	Period of immediate
Crisis (SPOH-600)	No Limit	emergency 6 months

2.

Procurement Requests Until December 31, 2020	Contract Amount Limit	Maximum Contract Term
Contract Extension – HRS 103D (SPO-003)	No limit	180 Days

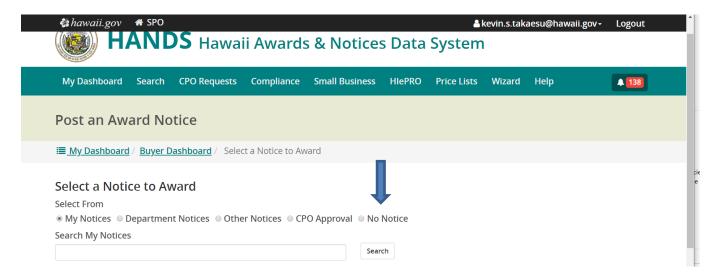
B. The procurement officer shall ensure the following still applies:

- 1. HCE compliance requirements
- 2. Responsible employee has acquired the appropriate procurement training and delegation

C. Posting on the Hawaii Awards and Notices Data System (HANDS):

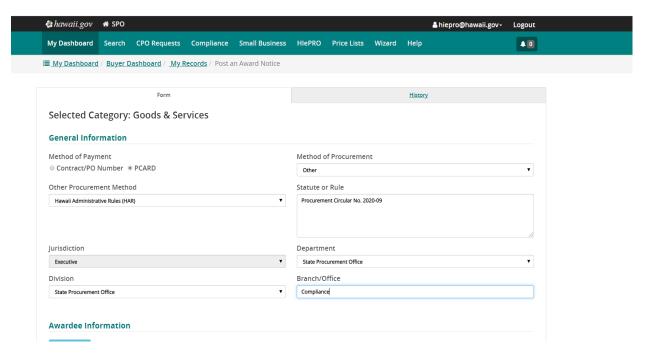
- 1. Do not submit requests to State Procurement Office (SPO), keep HOPA approved form in the agency's procurement file.
- 2. Emergency/Crisis Procurement <u>awards</u> greater than \$25,000 must be posted on the HANDS. Contract Extension awards must be updated in HANDS to reflect extension.

D. Instructions are below.



The process is very similar to any award posting in HANDS.

- 1. Log in to HANDS
- 2. Select Post an Award Notice; continue
- 3. Select 'No Notice', hit Ok when prompted, and select 'Yes' to continue
- 4. Confirm the category (Goods, Services, etc.); continue
- 5. Complete the information in the text boxes
- 6. For Method of Procurement, select 'Other'
- 7. A 'Other Procurement Method' box will appear, select Hawaii Administrative Rules
- 8. In the 'Statute or Rule' text box, type in Procurement Circular No. 2020-09 Amendment 2



- 9. Complete the remaining information
- 10. Once all sections are completed hit 'Post'

The SPO understands that everyone is trying their best to cope with this crisis and thank you for your partnership and support of government procurement.

If you have HRS 103D questions, please contact Kevin Takaesu at (808) 586-0568 or kevin.s.takaesu@hawaii.gov. For HRS 103F questions contact Christopher Amandi at (808) 587-4706 or christopher.j.amandi@hawaii.gov.